

SOPAADMINNORFOLKSUBAREA/
NAVSTANORVAINST 3141.2A
N4

SOPA ADMIN NORFOLK SUBAREA/NAVSTA NORVA INSTRUCTION 3141.2A

Subj: WINTER STORM CONDITION PLAN

Ref: (a) Federal Personnel Handbook
(b) COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 3141.7
(c) PWCNORVAINST 11300.12N

Encl: (1) Winter Storm Condition Phone Directory

1. Purpose. To publish procedures to be followed by commands and activities in the SOPA (Admin) Norfolk Subarea during winter storm conditions.

2. Cancellation. SOPAADMINNORFOLKSUBAREA/NAVSTANORVAINST 3141.2.

3. Background. Reference (a) contains regulations for the administrative dismissal of civil service personnel during periods of destructive weather. Reference (b) establishes winter storm conditions for the Hampton Roads area. Reference (c) is the Navy Public Works Center (PWC) Norfolk Winter Storm Condition Plan.

4. Discussion. Snow accumulation or ice on roads in the Hampton Roads area causes hazardous driving conditions which require additional procedures to maintain safety, control vehicular traffic, and coordinate the staggered dismissal and arrival of personnel. The following procedures will also aid in preventing traffic jams and reducing the hindrance to snow removal operations by parked automobiles allowing Naval Station Norfolk facilities to expeditiously return to normal operations, when conditions permit. All personnel must know the appropriate actions to take when snow or icy conditions occur.

5. Definitions

a. Winter Storm Condition. When accumulated snowfall, icy road conditions, freezing rain, forecasts of snowfall, or

freezing conditions in the Hampton Roads area may adversely impact normal operations.

b. SOPA (Admin) Subarea Norfolk. The complex of Navy, Marine Corps and Joint activities located on board NAVSTA Norfolk including all detachments, tenant commands and ships, Craney Island, Deperming Crib, and Golf Anchorages.

c. Installation Commander. The CO, Naval Station Norfolk, will establish reporting criteria for ESSENTIAL/NON-ESSENTIAL personnel attached to his command and all tenant commands and activities when "Winter Storm Condition" is set by SOPA (Admin) Hampton Roads Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT).

d. Afloat Units. Afloat units will follow ESSENTIAL/NON-ESSENTIAL reporting criteria set by SOPA (Admin) Norfolk Subarea. Units that require exceptions to reporting criteria should coordinate with SOPA (Admin) Norfolk Subarea by contacting the Naval Station Quarterdeck at 322-2365/66.

6. Responsibilities

a. CO NAVSTA will:

(1) Determine ESSENTIAL/NON-ESSENTIAL personnel reporting requirements for SOPA (Admin) Norfolk Subarea.

(2) Ensure this instruction is distributed to all commands within the Subarea. Instruct all personnel to listen to local radio and television stations and base information phone lines for current information on winter storm conditions and which local area reporting criteria applies to them.

b. Tenant Commands and Afloat Units will:

(1) Appropriately designate all personnel as either ESSENTIAL or NON-ESSENTIAL.

(2) Review the Installation Commander's instruction and ensure all personnel know from where to obtain Winter Storm Condition information.

(3) Commanding Officers of tenant commands and ships are permitted to vary from announced ESSENTIAL/NON-ESSENTIAL reporting criteria only during extreme circumstances (i.e., underway commitments, overhaul/drydock emergent work, etc.).

CO's varying from ESSENTIAL/NON-ESSENTIAL reporting criteria must coordinate with Installation Commander to ensure media announcements promulgated includes any exemptions or variances. Variances and exemptions from local area ESSENTIAL/NON-ESSENTIAL reporting criteria have the potential to create confusion and overload the media dissemination system; therefore, they are discouraged unless absolutely necessary.

(4) Ensure that individuals assigned to their commands are aware that the Installation Commander has the authority to remove vehicles, at owners expense, from streets and parking areas if they are blocking emergency lanes or impeding snow removal operations.

(5) As a self-help measure, pier SOPA's will direct snow removal operations on the pier and in parking lots at the foot of the pier, using personnel from ships alongside to assist. PWC Norfolk will only plow emergency fire lanes on piers to minimize damage to pier utilities to include the ramps on double deck piers.

(6) Commanding Officers of ships in overhaul will coordinate with shipyard project managers and SUPSHIPS concerning any need to vary from Installation Commander ESSENTIAL/NON-ESSENTIAL reporting criteria each time winter storm condition is expected to be set. The Installation Commander will promulgate any exceptions to ESSENTIAL/NON-ESSENTIAL reporting criteria to the media.

7. Action

a. General

(1) COMNAVREG MIDLANT will set "Winter Storm Condition" when appropriate in the Hampton Roads Area.

(2) COMNAVREG MIDLANT CDO will immediately notify NAVSTA CDO via telephone (see enclosure (1)) followed by an IMMEDIATE message.

(3) CO, PWC Norfolk, will implement reference (c) immediately when "Winter Storm Condition" has been set.

(4) COMNAVREG MIDLANT PAO will announce that "Winter Storm Condition" has been set for the region to local media outlets and the Installation Commander will establish personnel reporting criteria. COMNAVREG MIDLANT PAO will coordinate

regional media queries and will keep COMLANTFLT PAO informed of regional media reporting and interest.

(5) COMNAVREG MIDLANT Disaster Preparedness will maintain liaison with local and state officials to exchange road condition information and advise of any actions contemplated.

(6) CO NAVSTA or designated representative will determine personnel reporting criteria requirements for commands under his cognizance.

(a) CO NAVSTA or designated representative, having already received media access code words from area media outlets, will notify local media outlets concerning personnel reporting requirements. Inputs should be reported to media outlets NLT 2100 in order to make the 2200 and 2300 newscasts and NLT 0400 in order to make the 0600 newscast.

(b) It is important to ensure precise, specific command information desired to appear on TV scrollers/radio announcements, is correct. The Installation PAO should monitor media announcements for accuracy and immediately correct if necessary.

b. Miscellaneous

(1) ESSENTIAL personnel will work hours specified by parent command or activity.

(2) NON-ESSENTIAL personnel may be dismissed from work at their Commanding Officers' discretion.

(3) Establishments that provide health, comfort, or survival items for personnel residing on base or in government housing will remain open as deemed necessary by the Commanding Officer.

(4) Vehicular traffic on installations may be restricted to "essential vehicles only" during snow removal operations. Essential vehicles are defined as vehicles of ESSENTIAL personnel, ship duty sections, and emergency vehicles.

(5) Any person on foot normally authorized to enter the station will be permitted entry.

(6) To facilitate snow removal operations, vehicle parking on installation streets may be prohibited, to include areas where parking is normally authorized.

(7) Snow removal vehicles will have the right of way over all vehicles except emergency vehicles. Other vehicles will give way to snow removal vehicles in the same manner accorded emergency vehicles.

(8) When "Winter Storm Condition" is set, Hampton Roads Transit bus service should be permitted to continue within base complexes as long as safely feasible.

c. Snow Removal in Hampton Roads Area

(1) Reference (c) designates overall priorities for snow removal. Direct requests for changes in priority and assignment of equipment to PWC Norfolk.

(2) When the snow removal plan is implemented, PWC Norfolk will man a central phone to receive and coordinate calls for assistance. Enclosure (1) lists contact phone numbers.

(3) All commands are responsible for clearing snow from sidewalks around their buildings. Disaster Preparedness Division maintains a supply of snow shovels available for checkout at Bldg. SP-233. Call 445-1464 for checkout instructions.

(4) When a "Winter Storm Condition" is anticipated, Disaster Preparedness Division will place sandbags at the head of each pier. Ships personnel can spread sand on brows and walkways for improved traction. Commands desiring sand for sidewalks around their buildings should contact Disaster Preparedness Division at 444-2298. Salt should not be used on piers as it can infiltrate electrical utilities and cause corrosion.

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Distribution:
NAVSTANORVAINST 5215.3M
List 1A
COMNAVREG MIDLANT
NAVSTA CDO/SWO